

## PROBATIONARY TROOPER PROGRAM

### 2.01 INTRODUCTION

The probationary period for State Police Cadet/Trooper is 18 months in duration from the date of enlistment. A Cadet is promoted to Trooper upon successful completion of resident training and will remain on probation until the successful completion of the remaining probationary period. The Probationary Trooper Program provides additional on-the-job training for new Troopers and is considered an extension of Cadet training.

### 2.02 PURPOSE

The Probationary Trooper Program enables coaches and supervisors the ability to conduct a more comprehensive and in-depth evaluation of a probationary Trooper. There are four phases in the Probationary Trooper Program: (1) Field Training Program, (2) Probationary Trooper Evaluations, (3) Performance Inquiry Report, and (4) Probationary Review. A probationary Trooper may be dismissed at any time during the probationary period with the concurrence of the Commissioner.

### 2.03 FIELD TRAINING PROGRAM

- A. The Field Training Program was established to provide the Department with competent and conscientious members who possess the necessary knowledge, skills, and abilities to render professional police service in a safe, courteous, and efficient manner. The program will provide the probationary Trooper with the practical experience necessary to develop their attitude, judgment, and self-confidence. The combined efforts of Academy training and the Field Training Program are designed to produce a member capable of meeting the standards and objectives of the Department.
- B. Probationary Troopers shall be assigned to at least two 30-day field training/evaluation periods. Each period shall be with a different Field Training Officer (FTO). Probationary Troopers shall be evaluated daily. A training checklist shall be submitted at the completion of each field-training period (refer to Appendage A). FTOs shall maintain documentation of the probationary Trooper's performance to be submitted and

retained in his or her probationary Trooper file. Documented deficiencies shall be discussed with probationary Troopers with a corrective program initiated and a follow-up evaluation conducted. Documentation shall concentrate on observable job-related behaviors. FTOs shall correct and document mistakes in a timely manner.

## 2.04 DUTIES AND RESPONSIBILITIES

### A. Director, Bureau of Training and Education:

1. Administer and manage the program along with the Director, Bureau of Human Resources.
2. Establish policies and procedures for the program.
3. Prescribe training for the FTOs.
4. Institute evaluation guidelines for the program.
5. Forward the Cadet Discipline History file to Troop Commanders and the Bureau of Human Resources.

### B. Director, Bureau of Human Resources:

1. Administer and manage the program along with the Director, Bureau of Training and Education.
2. Establish policies and procedures for the program.
3. Institute evaluation guidelines for the program.
4. Serve as a member of the Probationary Trooper Administrative Review Panel (PTARP).
5. When a review of any probationary Trooper is recommended, ensure the Background Investigation Transmittal, **Form SP 3-326**, is reviewed by the PTARP members prior to the PTARP meeting.

C. Director, Training Division, Bureau of Training and Education:

1. Assist the Director, Bureau of Training and Education in the administration of the program.
2. Assume accountability for program implementation and maintenance.
3. **Monitor** the overall progress of the program to identify and correct deficiencies.
4. Establish a training program and maintain training records of the FTOs.
5. Develop in-service training programs for FTOs based upon the operational needs of the Department.
6. Review completed program reports, and submit the reports to the Director, Bureau of Training and Education in accordance with this regulation.
7. Evaluate and review the program to ensure that the objectives are being achieved.

D. Director, Employment Services and Systems Division, Bureau of Human Resources:

1. Assist the Director, Bureau of Human Resources in the administration of the program.
2. Assume accountability for program implementation and maintenance.
3. Evaluate and review the program to ensure that the objectives are being achieved.
4. Identify and initiate necessary changes in the Academy Cadet Training Program to fulfill the training needs of probationary Troopers.
5. Ensure the establishment of required due dates for all evaluations, reports, and General Investigation Reports.
6. Monitor the receipt of the required evaluations, reports, and General Investigation Reports.

7. Ensure that all trainees successfully complete the probationary period.
8. Convene the Probationary Trooper Review Panel (PTRP) to ensure the review of the entire probationary Trooper file for each trainee.
9. When necessary, convene the PTARP to review any additional information along with the entire probationary Trooper file for each trainee.

E. Troop Commanders:

1. Designate the Patrol Section Commanders/Supervisors to serve as Troop FTO Coordinator and ensure that FTOs are identified when preparing the Troop personnel rosters in accordance with AR 4-3, Personnel Rosters.
2. Submit a list of all designated FTOs annually to the Director, Bureau of Training and Education.
3. Review program reports for information concerning the probationary Trooper's progress and provide input concerning the administration of the program.
4. Ensure the policies, procedures, and provisions of this regulation are followed and the program objectives are being met.
5. Assign probationary Troopers requiring additional training to a different FTO.
6. Recommend dismissal of a probationary Trooper based upon documentation by the FTO and FTO Coordinator.

F. Patrol Section Commanders/Supervisors:

1. Recommend/endorse qualified Patrol Unit members to serve as FTOs.

**NOTE: Commanders/Supervisors shall endeavor to recommend members who have volunteered to be an FTO and have at least two years of Patrol Unit experience.**

2. Notify, through channels, the Director, Bureau of Training and Education of those members who no longer serve as FTOs.
  3. Ensure that the probationary Trooper is assigned to two field training/evaluation periods, each with a different FTO.
  4. Ensure that the Field Training Program reports are completed and submitted in a timely manner.
  5. Ensure that FTOs are fulfilling the training needs of the probationary Troopers by conducting weekly evaluation sessions with each FTO concerning the probationary Trooper's progress, in addition to scheduling meetings with the Patrol Unit Supervisor, FTOs, and probationary Troopers.
  6. Act as a liaison for the FTOs to monitor, evaluate, and advise the Troop Commander of the FTO's performance.
  7. Review the probationary Trooper's performance and evaluation reports weekly, and identify necessary actions or recommendations; initiate any action deemed necessary.
  8. Maintain all records of the FTOs and probationary Troopers relative to the program.
  9. Compile all necessary documentation when recommending dismissal.
  10. Recommend organizational and procedural changes that may benefit the program.
- G. Field Training Officers:
1. Conduct the field training and act as a role model for the probationary Trooper by providing supervised field training and corrective training; identifying and documenting the various strengths and weaknesses of the probationary Trooper; encouraging the proper attitude and spirit of professional police service; and explaining, demonstrating, and observing the required job tasks or techniques to be performed.

2. Conduct daily evaluations of the probationary Trooper's progress throughout the field training period and effectively communicate with and, if necessary, counsel the probationary Trooper.
3. Communicate with the immediate supervisor and the FTO Coordinator regularly concerning the progress of each probationary Trooper.
4. Continue to perform all regularly assigned duties and responsibilities.

2.05 PROGRAM

- A. Extent: Upon graduation from the Academy, a probationary Trooper will be assigned to a Patrol Unit within a Troop where they will receive field training for a period of 60 working days. This training shall be conducted under the direct supervision of two FTOs. Each FTO shall train and evaluate the probationary Trooper for 30 working days in accordance with the procedures set forth in this regulation.
- B. Training Assignments: FTO Coordinators shall assign two FTOs to each probationary Trooper. The first assignment shall be made in conjunction with the Troop assignment prior to graduation. The second assignment shall be made prior to the completion of the first field-training period. Every effort should be made to ensure that field-training assignments are made at the probationary Trooper's permanent Station. Probationary Troopers should remain with the assigned FTO for the complete 30-day training period. If for any reason a change becomes necessary, FTO Coordinators shall ensure the probationary Trooper is assigned to another FTO. Probationary Troopers shall not work extended desk duty, numerous nightshifts, or specialized Station duty.
- C. Additional Training Assignments: Probationary Troopers shall be assigned to an additional 30-day field-training period with a different FTO if, after the completion of two field-training assignments, it is determined that the probationary Trooper has not performed certain job tasks or techniques at an acceptable level, has not acquired sufficient knowledge in certain areas, displays a need for additional training, or the FTO and/or the probationary Trooper requests an extension of the field-training

period to strengthen skills and abilities which require improvement.

## 2.06 DOCUMENTATION

- A. Field-Training Files: The following files shall be kept by FTO Coordinators during the administration of the program.
  - 1. Daily Observation Report, Form SP 8-113.
  - 2. Corrective Training Work Sheet, Form SP 8-115.
  - 3. Corrective Training Follow-Up, Form SP 8-115A.
  - 4. Field Training Program Checklist, First Period Report, Form SP 8-112.
  - 5. Field Training Program Checklist, Second Period Report, Form SP 8-112A.
- B. Training Period Preparation: FTOs shall prepare for the field training period by:
  - 1. Completing the FTO Training Course.
  - 2. Researching appropriate references to assist in training.
  - 3. Becoming knowledgeable in proper procedures used in the program.
  - 4. Reviewing evaluation forms to properly plan instruction necessary to cover training topics.
  - 5. Reviewing applicable Department regulations.
- C. Field Training: The field-training requirements are structured so probationary Troopers are responsible for basic and necessary tasks first. As probationary Troopers progress through the program, they will be responsible for increasingly more difficult tasks. The program begins with a brief general introduction. It is then structured into three phases for each skill: **Introductory Phase**, **Mastery Phase**, and **Observation Phase**.

<b>Breakdown of 30-Working-Day FTO Periods</b>		
	<b>1<sup>st</sup> FTO Period</b>	<b>2<sup>nd</sup> &amp; Subsequent FTO Period(s)</b>
<b>General Introduction</b>	<b>Days 1-3</b>	
<b>Introductory Phase</b>	<b>Days 4-15</b>	<b>Days 1-15</b>
<b>Mastery Phase</b>	<b>Days 16-25</b>	<b>Days 16-25</b>
<b>Observation Phase</b>	<b>Days 26-30</b>	<b>Days 26-30</b>

1. **General Introduction:** The **General Introduction** should last three days and is used as an orientation and transition period from the Academy. During this time, probationary Troopers observe FTOs and are offered explanations for the actions performed. Probationary Troopers should not do any driving **or complete any reports** during this period.

**NOTE: Daily Observation Reports shall not be completed during the General Introduction period.**

2. **Introductory Phase:** The first training phase is the **Introductory Phase**. During this phase, each basic skill is taught with an explanation. **During the first field training period, the Introductory Phase occurs during days 4 through 15. During the second or subsequent field training period, this phase occurs during days 1 through 15. At the discretion of the FTO, skills taught/observed during the Introductory Phase may or may not be included on the Field Training Program Checklist.**
3. **Mastery Phase:** In the **Mastery Phase**, probationary Troopers develop the skills under the guidance of FTOs. **This phase encompasses days 16 through 25 of the field training periods.** During this phase, FTOs complete the Field Training Program Checklists. FTOs shall conduct training in the following manner:



- a. Instructing: FTOs are responsible for addressing and correcting any mistakes probationary Troopers may make. Additionally, FTOs shall counsel probationary Troopers should the need for behavior modification arise.
  - b. Monitoring: FTOs are responsible for the development of probationary Troopers as an effective member of the Department, and shall monitor the development of each skill introduced.
  - c. Documenting: FTOs shall submit the Daily Observation Report and, **if appropriate, the Corrective Training Work Sheet and Corrective Training Follow-up.**
4. **Observation Phase:** The final training phase is the **Observation Phase**. The goal of **this phase is to prepare probationary Troopers to function independently**. During the **Observation Phase**, FTOs shall:
- a. Observe probationary Troopers' actions during patrol. FTOs shall not participate except for cases in which intervention is necessary.
  - b. Recommend the release of probationary Troopers to solo assignment, extension of training, or that a supervisory conference be held.
- D. **Categories:** Each performance category has a clearly defined objective and evaluation guidelines.
- E. **Evaluation Guidelines:** The evaluation guidelines provide base-rating standards. The base-rating standards are: unacceptable (one), acceptable (four), and superior (seven). Numeric designations two, three, five, and six are included to indicate performance which lies between the base standards; e.g., rating standard three may indicate not unacceptable, but needs improvement.

**NOTE: The standard for comparison should be based upon the performance of a Trooper working at a satisfactory level with two years of Patrol Unit experience.**

1. Appearance:
  - a. Objective: Evaluates probationary Trooper's manner of wearing the uniform; e.g., cleanliness, press and fit, manner of personal grooming, and appearance.
  - b. Standards:
    - (1) Unacceptable: Overweight; dirty uniform or weapon; shoes or leather equipment not shined; uniform improperly worn; grooming or personal appearance in violation of Department regulations.
    - (2) Acceptable: Uniform clean and properly worn; shoes, weapon, and leather equipment are clean and operative; grooming and personal appearance are in accordance with Department regulations.
    - (3) Superior: Uniform clean and pressed; leather equipment and shoes are shined; grooming and personal appearance enhances the Department's image.
2. Field performance:
  - a. Non-stress conditions:
    - (1) Objective: Evaluates probationary Trooper's ability to perform routine, non-stress activities.
    - (2) Standards:
      - (a) Unacceptable: Does not properly assess routine situations; becomes confused and disoriented; unable to determine appropriate course of action.
      - (b) Acceptable: Properly assesses routine situations; determines and carries out the appropriate course of action.

- (c) Superior: Properly assesses routine and unusual situations; determines and carries out the appropriate course of action.
  - b. Stress conditions:
    - (1) Objective: Evaluates probationary Trooper's ability to perform in stress situations.
    - (2) Standards:
      - (a) Unacceptable: Becomes emotional, panics, or cannot function; indecisive; loses temper or overreacts.
      - (b) Acceptable: Remains calm and maintains self-control; determines and carries out the appropriate course of action; controls the situation.
      - (c) Superior: Remains calm and maintains self-control in the most extreme situations; controls the situation quickly and takes command; determines and carries out the most appropriate course of action.
3. Attitude:
- a. Acceptance of criticism:
    - (1) Objective: Evaluates probationary Trooper's attitude towards criticism and the ability to use feedback to improve performance.
    - (2) Standards:
      - (a) Unacceptable: Rationalizes mistakes; denies errors were made;

refuses or does not attempt to make corrections; considers criticism a personal attack.

- (b) Acceptable: Accepts criticism in a positive manner and applies it to improve performance.
- (c) Superior: Actively solicits criticism/feedback in an effort to improve performance.

b. Attitude toward police work:

- (1) Objective: Evaluates probationary Trooper's view of their career in terms of personal motivation, goals, and acceptance of responsibility.
- (2) Standards:
  - (a) Unacceptable: Views career only as a job; uses it to boost ego; abuses authority; demonstrates little or no dedication to the principles of the profession.
  - (b) Acceptable: Demonstrates an active interest in career and police responsibilities.
  - (c) Superior: Utilizes extra time to further professional knowledge; actively solicits assistance from others to increase knowledge and improve skills; demonstrates concern for the fair and equitable enforcement of the law; maintains principles of the profession.

4. Driving skills:
  - a. Patrol driving:
    - (1) Objective: Evaluates probationary Trooper's skills in operating a patrol vehicle under normal driving conditions.
    - (2) Standards:
      - (a) Unacceptable: Frequently violates traffic laws; involved in chargeable crash; fails to maintain control of the vehicle; or displays poor manipulative skills.
      - (b) Acceptable: Obeys traffic laws; maintains control of the vehicle; safely operates the vehicle while maintaining alertness to surrounding activity; drives defensively.
      - (c) Superior: Sets an example for lawful, courteous driving; maintains complete control of the vehicle at all times; displays superior defensive driving techniques.
  - b. Pursuit driving:
    - (1) Objective: Evaluates probationary Trooper's skills in operating a vehicle in pursuit and violator contact situations, and situations requiring increased driving skill.
    - (2) Standards:
      - (a) Unacceptable: Involved in chargeable crash; uses emergency lights and siren unnecessarily or improperly; drives too fast or too slow for the situation; does not maintain control of the vehicle.

- (b) Acceptable: Maintains control of the vehicle and evaluates driving situations properly.
- (c) Superior: Displays a high degree of reflex ability and driving expertise; anticipates hazardous situations in advance and reacts accordingly; practices defensive driving techniques; responds well to the degree of stress present.

5. Violator contact:

a. Violator/public safety:

- (1) Objective: Evaluates probationary Trooper's ability to perform tasks without injury, risk, or danger to violator/public.
- (2) Standards:
  - (a) Unacceptable: Does not recognize hazardous situations; places violator/public in dangerous situations; conducts traffic stops in dangerous locations; negligent about viewed safety violations.
  - (b) Acceptable: Uses standard precautions while in contact with violator/public; recognizes and cautions violator/public about potential safety hazards; conducts traffic stops in safe locations; institutes safety precautions at incident locations.
  - (c) Superior: Anticipates potentially dangerous situations; alerts those in the zone of influence; takes steps to remedy hazardous situations.

b. Officer safety:

- (1) Objective: Evaluates probationary Trooper's ability to perform tasks without injury, risk, or danger to themselves or other officers.
- (2) Standards:
  - (a) Unacceptable: Frequently fails to apply appropriate safety procedures and exercise officer safety.
  - (b) Acceptable: Understands and applies appropriate safety procedures.
  - (c) Superior: Always applies appropriate safety procedures; anticipates and prepares for dangerous situations; determines the best position for self and other officers; not overconfident.

c. Voice command:

- (1) Objective: Evaluates probationary Trooper's ability to attain and maintain control of situations through verbal command and instruction.
- (2) Standards:
  - (a) Unacceptable: Speaks too softly or timidly; speaks abrasively; confuses or angers listeners.
  - (b) Acceptable: Speaks with authority in a clear, composed voice; uses proper tone of voice.
  - (c) Superior: Completely controls situations with voice tone, word selection, and inflection; restores order through appropriate voice command.

d. Physical control:

- (1) Objective: Evaluates probationary Trooper's ability to use the necessary physical force and to make use of physical control tactics.
- (2) Standards:
  - (a) Unacceptable: Uses inappropriate physical force for the situation; does not use proper restraint techniques.
  - (b) Acceptable: Attains and maintains control through appropriate use of physical force; uses proper restraint techniques.
  - (c) Superior: Superior knowledge and ability in the use of restraints; uses the necessary amount of physical force for the situation.

6. Knowledge:

a. Department regulations:

- (1) Objective: Evaluates probationary Trooper's knowledge of Department regulations and the ability to implement that knowledge in the field.
- (2) Standards:
  - (a) Unacceptable: Fails to display knowledge of and/or violates Department regulations.
  - (b) Acceptable: Is familiar and complies with applicable Department regulations.
  - (c) Superior: Displays a thorough working knowledge of Department



regulations and implements same in the field.

b. Vehicle Code:

- (1) Objective: Evaluates probationary Trooper's knowledge of the Vehicle Code and the ability to implement that knowledge in the field.
- (2) Standards:
  - (a) Unacceptable: Does not know basic sections of the Vehicle Code; does not recognize common violations; does not know the applicable section.
  - (b) Acceptable: Recognizes common violations and takes appropriate enforcement action.
  - (c) Superior: Recognizes common and uncommon violations and effectively enforces same.

c. Crimes Code:

- (1) Objective: Evaluates probationary Trooper's knowledge of the Crimes Code and the ability to implement that knowledge in the field.
- (2) Standards:
  - (a) Unacceptable: Does not understand the elements of crime; does not recognize commonly encountered criminal offenses.
  - (b) Acceptable: Recognizes commonly encountered criminal offenses; applies the appropriate section of the Crimes Code; knows the difference between criminal and noncriminal activity.

- (c) Superior: Displays a thorough knowledge of the Crimes Code; applies knowledge to common and uncommon criminal activity.
- d. Use of radio:
  - (1) Objective: Evaluates probationary Trooper's ability to use the police radio in accordance with Department regulations.
  - (2) Standards:
    - (a) Unacceptable: Violates Department regulations concerning the use of the radio; does not comply with appropriate radio procedures; repeatedly misses own call sign; unaware of radio transmissions in other zones; does not preplan transmissions; improperly uses microphone; does not speak audibly.
    - (b) Acceptable: Follows Department regulations concerning radio use; aware of all radio transmissions; preplans transmissions.
    - (c) Superior: Uses the radio in compliance with all Department regulations; familiar with call signs; aware of all transmissions; transmits information clearly, concisely, and completely.
- e. Use of mobile computer:
  - (1) Objective: Evaluates probationary Trooper's ability to use the mobile computer in accordance with Department regulations.

**(2) Standards:**

- (a) Unacceptable: Violates Department regulations concerning the use of the mobile computer; unable to operate the mobile computer and/or its various software applications (e.g., Mobile Cop and Traffic and Criminal Software [TraCS]).**
- (b) Acceptable: Follows Department regulations concerning the use of the mobile computer; aware of the operational functions of the various software applications (e.g., Mobile Cop and TraCS).**
- (c) Superior: Uses the mobile computer in compliance with all Department regulations with little or no assistance; familiar with the operational functions of the various software applications (e.g., Mobile Cop and TraCS).**

7. Report writing:

a. Field Reporting Manual:

- (1) Objective: Evaluates probationary Trooper's ability to properly utilize Department reports in accordance with the OM 7-2, Field Reporting.
- (2) Standards:
  - (a) Unacceptable: Does not complete reports; completes reports improperly; uses the wrong report.
  - (b) Acceptable: Familiar with frequently used reports; completes reports accurately and thoroughly.

- (c) Superior: Displays a thorough knowledge of reports; consistently uses the appropriate report; completes reports accurately.
- b. Organization:
  - (1) Objective: Evaluates probationary Trooper's ability to prepare reports that accurately reflect the situation in an organized, detailed, and timely manner.
  - (2) Standards:
    - (a) Unacceptable: Unable to organize information and reduce it to writing; consistently omits pertinent details; requires an excessive amount of time to complete reports.
    - (b) Acceptable: Organizes information in a logical manner; reports completed accurately and within a reasonable amount of time.
    - (c) Superior: Organizes information in a detailed, comprehensive manner; reports completed promptly and accurately.
- c. Grammar/spelling/neatness:
  - (1) Objective: Evaluates the probationary Trooper's ability to use appropriate grammar, spell correctly, and write neatly.
  - (2) Standards:
    - (a) Unacceptable: Reports are illegible, contain an excessive number of misspelled words; sentence structure or word usage is improper or incomplete.
    - (b) Acceptable: Reports are legible; misspells few words; grammatical

errors are minimal and do not affect the content of the report.

- (c) Superior: Reports are neat and legible; contain no spelling or grammatical errors.
- d. Interviewing skills:
- (1) Objective: Evaluates probationary Trooper's ability to use appropriate questioning techniques, varies techniques to fit the situation, and follows the proper procedure in recording the information.
  - (2) Standards:
    - (a) Unacceptable: Fails to use appropriate questioning techniques; does not elicit and/or record available information; does not control interrogation of suspect; interacts inappropriately with person(s) being interviewed; fails to give Miranda Warning when applicable.
    - (b) Acceptable: Uses appropriate questioning techniques; elicits and records available information; interacts with person(s) being interviewed; controls interrogation; gives Miranda Warning when applicable.
    - (c) Superior: Uses insightful questioning techniques; establishes rapport with person(s) being interviewed; successfully interrogates difficult suspects; conducts legally-acceptable interrogations; maintains an organized field notebook recording information obtained during interviews.

8. Station operations:
  - a. Duties:
    - (1) Objective: Evaluates probationary Trooper's ability to function within the scope of duties associated with the Station.
    - (2) Standards:
      - (a) Unacceptable: Fails to report for scheduled shift or is repeatedly late; fails to maintain personal files in an orderly manner; does not properly prepare for patrol; continually complains about directives, orders, and/or assignments; exhibits unbecoming Station conduct.
      - (b) Acceptable: Reports for scheduled shifts on time; attempts to maintain personal files in an orderly manner; follows orders, directives, and assignments; exhibits appropriate conduct while on Station.
      - (c) Superior: Reports for scheduled shifts early; effectively organizes and maintains personal files; makes all necessary preparations for patrol; readily accepts and follows orders, directives, and assignments; displays professional conduct while on Station.
  - b. Communications desk:
    - (1) Objective: Evaluates probationary Trooper's ability to interact with the public, employees, and other members in an appropriate and efficient manner.
    - (2) Standards:
      - (a) Unacceptable: Does not communicate effectively; fails to

obtain sufficient information; misses radio transmissions; fails to adhere to Department regulations concerning communications.

(b) Acceptable: Communicates effectively; displays courteous and appropriate behavior towards the public, employees, and other members; obtains sufficient information and responds satisfactorily; adheres to Department regulations concerning communications.

(c) Superior: Communicates proficiently; displays professional, courteous, and objective behavior towards the public, employees, and other members; obtains complete information and responds appropriately; maintains communication between Station and mobile units; consistently adheres to Department regulations concerning communications.

c. Chain of command:

(1) Objective: Evaluates probationary Trooper's understanding and ability to effectively interact within the chain of command.

(2) Standards:

(a) Unacceptable: Disregards prescribed chain of command; disrespectful of FTOs and superior officers.

(b) Acceptable: Adheres to the prescribed chain of command; accepts role in the organization; respectful of FTOs and superior officers.

- (c) Superior: Operates effectively within the structure of the chain of command; affords respect due to FTOs and superior officers; maintains military courtesy in accordance with Department regulations.

9. Court:

a. Related documents:

- (1) Objective: Evaluates probationary Trooper's ability to prepare sufficient legal documentation necessary to institute criminal proceedings.

- (2) Standards:

- (a) Unacceptable: Knowingly violates procedural requirements; attempts to conduct unlawful arrests or searches.

- (b) Acceptable: Makes arrests within legal guidelines; follows required procedures in commonly encountered situations; conducts legal searches and knows how to seize evidence.

- (c) Superior: Demonstrates a comprehensive understanding of the criminal laws through the types of investigations and prosecution initiated; requires little or no assistance in court proceedings or arrest documents.

b. Trial preparation:

- (1) Objective: Evaluates probationary Trooper's ability to organize reports, evidence, and testimony to be used at trial.



- (2) Standards:
  - (a) Unacceptable: Does not organize or prepare evidence or testimony; fails to notify victim/witness of court proceedings.
  - (b) Acceptable: Organizes and prepares evidence and testimony; notifies victim/witness of court proceedings.
  - (c) Superior: Immediately organizes and prepares evidence upon notification of the court proceedings; reviews all reports and evidence; reviews case with district attorney's office and victim/witness prior to court proceedings.

c. Testifying:

- (1) Objective: Evaluates probationary Trooper's ability to present all relevant evidence and facts, and displays a professional, impartial attitude during court proceedings.
- (2) Standards:
  - (a) Unacceptable: Fails to present evidence adequately; presents testimony that is inconsistent with the facts of the case; demeanor is unprofessional or inappropriate.
  - (b) Acceptable: Presents evidence and facts in an organized manner; deportment is professional and appropriate.
  - (c) Superior: Reports, testimony, and evidence are presented in an organized manner; presents the case in a professional,

knowledgeable, and comfortable manner.

## 2.07 PROBATIONARY TROOPER EVALUATIONS

- A. The Probationary Trooper Evaluation, Form SP 8-101 (refer to Appendage F), presents a comprehensive evaluation of a probationary Trooper over designated periods of time. A total of three Probationary Trooper Evaluations shall be conducted.
  - 1. Due dates for the evaluations are published on the Personnel Order announcing the graduation and promotion of Cadets.
  - 2. Copies of the Field Training Program Checklist, First Period Report and the Field Training Program Checklist, Second Period Report shall be appended to the first Probationary Trooper Evaluation. Copies of the Daily Observation Reports are not required and shall not be submitted with the evaluation.
- B. The probationary Trooper shall be advised that it is their responsibility to document any information that may refute factors that would adversely affect their Probationary Trooper Evaluations. They should maintain this documentation throughout their probationary period.
- C. Upon completion of each Probationary Trooper Evaluation, a review shall be conducted. The rater (supervisor) and reviewing/appealing officer (a member in the chain of command directly above the rater) shall review the evaluation. This review is to ensure that the evaluation has been conducted properly and that entries conform to requirements for accuracy, clarity, and specificity. Any disagreements between the rater and the reviewing/appealing officer shall be resolved prior to presenting the evaluation to the probationary Trooper. If disagreements cannot be resolved, the evaluation shall be reviewed with the reviewing/appealing officer's immediate supervisor for resolution. Changes may be made to the evaluation with the concurrence of the reviewing/appealing officer's immediate supervisor. If changes are made, a new evaluation shall be completed by the rater.
- D. Each Probationary Trooper Evaluation shall be reviewed with the probationary Trooper by the immediate supervisor. This

shall also serve as a forum to counsel the probationary Trooper regarding their weaknesses and to inform them of their strengths. It is the supervisor's responsibility to ensure that the probationary Trooper is made aware of what is expected to improve job performance. If, during the review, a change to the evaluation occurs, the supervisor shall draw a horizontal line through the item to be changed and insert the new information directly above it. Both the supervisor and the probationary Trooper shall initial any changes.

- E. After completion of the review, the probationary Trooper shall complete Blocks 22, 23, 24, and 25 on the Probationary Trooper Evaluation form.
1. If the probationary Trooper checks the block entitled "I disagree with this rating," comments shall be entered in Block 26.
  2. If the probationary Trooper chooses to appeal the evaluation by checking the block entitled "I wish to discuss with the reviewing/appealing officer," the supervisor shall advise the probationary Trooper that they must enter comments in Block 26. The supervisor shall additionally instruct the probationary Trooper to provide, in writing, a list which includes all information that refutes the rating factor(s) in question. The list, accompanied by the Probationary Trooper Evaluation, shall be forwarded to the reviewing/appealing officer. The reviewing/appealing officer shall schedule a meeting as soon as possible with the probationary Trooper and supervisor. It is the responsibility of the reviewing/appealing officer to ensure that all phases of the review were conducted in conformance with this regulation. If the reviewing/appealing officer finds that this was not the case, a new evaluation shall be completed by the supervisor. The previously prepared evaluation shall be attached to the new evaluation as an Appendage. If the evaluation conformed to this regulation, the probationary Trooper shall be informed. The decision of the reviewing/appealing officer shall be final.
- F. Upon completion of the review, the probationary Trooper shall be informed that they may enter additional comments in Block 26, placing their initials and the review date immediately preceding the comments. If necessary, comments may be

continued on the reverse side of the form. The reviewing/appealing officer may also comment on the evaluation. The reviewing/appealing officer's comments shall be entered on the reverse side of the Probationary Trooper Evaluation.

- G. After the evaluation has been completed and signatures affixed in the appropriated blocks, the evaluation shall be submitted, through channels, to the Troop Commander for signature.
- H. The original Probationary Trooper Evaluation and any appendages shall be forwarded, through channels, to the Director, Bureau of Human Resources, within the time frames designated in the respective Personnel Order. The Probationary Trooper Evaluation shall become part of the probationary Trooper's official personnel file. A copy of the evaluation shall be maintained in the member's Troop personnel file.

## 2.08 PERFORMANCE INQUIRY REPORT

- A. The General Investigation Report, Form SP 7-0025, shall be used to complete the Performance Inquiry Report, which provides a comprehensive inquiry of the probationary Trooper's performance since graduation from the Academy and promotion to Trooper. This inquiry is conducted to ensure that the probationary Trooper is meeting conduct, deportment, and competency standards of the Department. The Performance Inquiry Report shall be completed and submitted to the Director, Bureau of Human Resources, through channels, by the due date indicated in the respective Personnel Order.
- B. The report shall be a detailed performance inquiry and shall include the following categories:
  - 1. Reason for inquiry.
  - 2. Synopsis of inquiry.
  - 3. Conclusion.
  - 4. Recommendation by the assigned member on whether the probationary Trooper should be retained at the completion of their probationary period.

5. Detailed information to include interviews with supervisors, coaches, district justices, and individuals the probationary Trooper came in contact with; e.g., victims, parties involved in motor vehicle crashes, and individuals issued Police Warning Notices or Traffic Citations.
- C. The Area Commander and Troop Commander shall ensure a recommendation for retention or dismissal is included on each Performance Inquiry Report. The original report shall be forwarded to the Director, Bureau of Human Resources, no later than the date indicated in the respective Personnel Order. A copy of the Performance Inquiry Report shall be maintained in the member's Troop personnel file.
  - D. Troop Commanders, or designees, shall ensure that the overall performance of each probationary Trooper continues to be monitored until the last day of the probationary period. Situations that arise during this period which could affect the retention of the probationary Trooper shall be immediately reported to the Director, Bureau of Human Resources. A supplemental Performance Inquiry Report detailing the situation shall be submitted, through channels, to the Director, Bureau of Human Resources, as soon as possible.

## 2.09

### PROBATIONARY TROOPER REVIEW PROCESS

- A. Approximately one month prior to the expiration of the probationary period, the Bureau of Human Resources shall contact the Director, Bureau of Integrity and Professional Standards; the Director, Equal Employment Opportunity Office; and the Director, Department Discipline Office to determine if a probationary Trooper is the subject of any completed, open, or pending investigation or inquiry. Any probationary Trooper with an active investigation or inquiry may have their probationary period automatically extended upon review and determination by the Deputy Commissioner of Administration and Professional Responsibility, without the need for formal review. The Area and Troop Commander may also request an extension to a member's probationary period if the member has not served the entire probationary period in a full-time or full-duty capacity.
  1. A Letter of Agreement to extend the probationary period shall be prepared by the Bureau of Human Resources

and signed by the Director, Employment Services and Systems Division, or the Director, Bureau of Human Resources.

2. Contact will then be made with the affected Troop Commander, who shall notify the involved probationary Trooper that their probationary period is being extended and the reason(s) for the extension. Once this notification has been made, the Troop Commander shall notify the Bureau of Human Resources that the involved probationary Trooper has been advised.
3. A copy of the Letter of Agreement shall then be forwarded to the President, Pennsylvania State Troopers Association (PSTA), or designee, for signature/acknowledgment, with simultaneous notification to the Deputy Commissioner of Administration and Professional Responsibility.
4. Once signatures have been affixed to the Letter of Agreement by the appropriate representatives from the Bureau of Human Resources and the PSTA, the letter shall be forwarded to the affected Troop Commander. The Troop Commander, or designee, shall present the Letter of Agreement to the involved probationary Trooper, and instruct the involved probationary Trooper to formally acknowledge the extension by placing their signature on the document. The original Letter of Agreement shall then be forwarded, through channels, to the Director, Bureau of Human Resources for file retention.
5. The Bureau of Human Resources shall provide, via separate correspondence to the affected Troop Commander, due dates for the additional reports required due to the extension of the probationary period.
6. Regardless of the amount of time remaining on a probationary period extension, Troop Commanders shall contact the Bureau of Human Resources to initiate the probationary Trooper review process once the situation which required the extension is resolved. In these cases, Troop Commanders shall ensure the immediate submission of any in-progress Probationary Trooper Evaluation, along with an updated Performance Inquiry Report, through channels, to the Bureau of Human

Resources for inclusion in the formal probationary Trooper review process.

- B. A PTRP, comprised of three Commissioned Officers holding the rank of Lieutenant or Captain, shall be appointed by the Director, Bureau of Human Resources, to review the entire probationary Trooper file for each probationary Trooper. Prior to convening the PTRP, the Bureau of Human Resources shall provide the PTRP members with a copy of the PTRP guidelines.
  - 1. Retention recommended: If the PTRP recommends retention, the probationary Trooper will be retained and made permanent upon completion of the probationary period, provided no situations occur prior to the end of the probationary period which would impact the retention of the member.
  - 2. Further review recommended: Further review may only be specified by the PTRP when the probationary Trooper is found to be incompetent and/or in violation of Department rules or regulations as supported by the Probationary Trooper Evaluations and the Performance Inquiry Report, or if the probationary Trooper did not serve the full 18-month probationary period due to extenuating circumstances. If the recommendation of the PTRP is for further review, the case shall be referred to the PTARP.
- C. The PTARP shall be comprised of the Director, Bureau of Human Resources and two Majors, who have been provided with a copy of the PTARP guidelines prior to the administrative review. The PTARP shall be provided with the contents of the probationary Trooper file previously reviewed by the PTRP and, if relevant to the reasons for further review, a copy of the Cadet background investigation. Upon completion of their review, the PTARP shall make a recommendation to the Commissioner for retention, dismissal, or extension of the probationary period for the involved probationary Trooper.

## 2.10 RETENTION OF DOCUMENTATION

- A. Troop: Photocopies of the Probationary Trooper Evaluations and Performance Inquiry Report(s), along with the **original** Field Training Program Checklists and any other

documentation relating to the probationary period, shall be maintained in the member's Troop personnel file for a period of three years from the member's date of enlistment. **The Daily Observation Reports shall be retained in the member's Troop personnel file until the conclusion of the member's probationary period and then destroyed.**

1. A photocopy of the Field Training Program Checklist, First Period Report and the Field Training Program Checklist, Second Period Report shall be forwarded to the FTO Coordinator, Bureau of Training and Education.
  2. The original copies of the Probationary Trooper Evaluations and Performance Inquiry Report(s) shall be submitted to the Bureau of Human Resources in accordance with this regulation.
- B. Bureau of Human Resources: **Submitted Probationary Trooper Evaluations** will become a part of the probationary Trooper's official personnel file **and purged in accordance with the applicable retention schedule.**